

# Meeting formalities for the A-guild's guildal meetings

This summary of some meeting technical concepts that are often used at the A-guild's guildal meetings is intended to help you better understand what happens at the meeting and why. The meeting procedure is also reviewed at the beginning of the meeting. Should anything be unclear despite this, you can request a more detailed explanation through a point of order. These rules must be followed in order for the meeting to be as efficient and pleasant as possible.

## **Acklamation (Acclamation)**

The most common way to make a decision. The chairman of the meeting first asks who, for example, wants to approve a motion, and those who want to then answer yes. Afterwards, it is asked who wants to refuse the same, after which those who want to answer yes. So you should never say no. If the result is uncertain, you can proceed to **voting**.

## **Adjungera (Opt in)**

To give a person who is not a member of the A-guild the right to attend, request and speak. However, the person does not get the right to vote.

## **Ajournera (Adjourn)**

Postpone the meeting to a later time, for example to take a lunch break.

## **A- och B-talarlista (A and B speaker list)**

Sometimes used at guild meetings so that everyone who wants to can speak. First time you if you speak on a question, you end up on the A-speaker list, and then get to say your opinion after those who are before you on the list. The second time you end up on the B speaker list, and then have to wait until everyone on the A speaker list and those ahead of you on the B speaker list have had their say. Even people who raised their hand later than you and were added to the A-speaker list therefore end up ahead of you.

## **Avslag (Rejection)**

Not to approve a proposal/proposition.

## **Bifall (Approval)**

To approve a proposal/proposition.

**Bordläggning  
(Planking)**

To postpone the matter until a later meeting.

**Justering av protokoll  
(Adjustment of protocol)**

Before the protocol is valid, it is read through by the adjusters, who, if everything is correct and proper, sign it. A point can also, if it is important, be adjusted directly at the meeting. The adjustment is then made as a normal decision after the exact wording is read out.

**Justering av röstlängd  
(Adjustment of voter  
register)**

At the beginning of the meeting, the voting list must be adjusted. The way it works is that you take identification with you to the adjusters, who tick you off the list where all the guild's members are written.

**Jäv  
(Yep/Challenge)**

When someone is personally affected by a decision. If a decision is to be made about something that can give private gain to certain people, those people should not be there to vote.

**Motion  
(Motion)**

A proposal from one or more guild members that is submitted in writing in advance and must be taken up at the meeting. More information on how this is done is available on the website ([asektionen.se](http://asektionen.se)).

**Sektionen för Arkitektur och Industridesign** inom  
Teknologkåren vid Lunds Tekniska Högskola (The guild  
for Architecture and Industrial Design within the  
Technology Union at Lund University of Technology)

**Ordningsfråga  
(Point of order)**

A question that breaks the list of speakers. Use sparingly and only if you want a decision on a break, time limit for speech, dash in the debate, or if something in the meeting's procedure is unclear.

**Proposition  
(Proposition)**

A proposal from the board.

**Replik**

**(Reply)**

If someone asks you a direct question or attacks you personally, the meeting chair can decide that you get a reply. This then breaks the speaker list.

**Reservation  
(Reservation)**

Report in writing with justification to the meeting secretary if you do not want to be legally responsible for a decision. A reservation is a very strong disclaimer, and should not be used just because you didn't get what you wanted.

**Sakupplysning  
(Case  
information)**

Used if someone says something directly incorrect, or when you have information that is important for the debate, for example if someone is wondering something. Even factual information is used sparingly and should not be abused because you haven't heard your own voice for a long time.

**Strekk i debatten  
(Line in the debate)**

Requested if you think the arguments are starting to run out and the debate is going in circles, or about a question has been discussed long enough. The meeting decides on the course of the debate. If it is approved, everyone who has something additional to add can be added to the speaker list. The debate then continues until everyone who signed up at the time has had their say, but without anyone new signing up afterwards.

**Votering  
(Voting)**

If the votes appear to be tied after an acclamation, a vote may be called. Voting means that instead of answering "yes" as in acclamation, you raise your hand, and the vote counters count the votes. For example, closed voting is used for personal selection. Then you write the name of the candidate you are voting for on a piece of paper, which you give to the adjusters after being checked off the voter's list.

**Yrkande  
(demanding)**

A proposal for a decision. Requests are sometimes advantageously submitted in writing to the meeting secretary.

The guild meetings are the A guild's highest decision-making body. Here, the most important decisions about the guild's work and future are made. Officials are also elected here. If you feel that you have to leave the meeting earlier, it is important to sign up for the adjustment list.